

TVS OWNER APPLICATION CHECK LIST ✓

All application forms must be neatly printed in blue or black ink or typed. To be acceptable, they must be free from strikeouts, whiteout (fluid or tape), or corrections. All information requested must be complete and accurate.

A – INITIAL REQUIREMENTS	✓
Lesson Plan Approval – Submit Request for Approval of TVS Educational Program, OL 764, with course materials to the department and allow a minimum of 120 days for approval OR you may submit Request for Verification of Approval for Use of an Approved TVS Program, OL 766, with a letter from the program owner authorizing you to utilize a previously approved lesson plan.	
Request for DMV Approval of a Traffic Violator School Name (OL 612)	



Do not begin completing forms in Section B or submit fees until receipt of an approved Request for DMV Approval of a Traffic Violator School Name, OL 612, has been received.

B – FORMS REQUIRED <i>Attach documents in order stated.</i>	✓
TVS Owner Application Check List (OL 761)	
Request for DMV Approval of a Traffic Violator School Name (OL 612) <i>Proposed name must be approved and form signed by an Occupational Licensing Manager.</i>	
Application for Traffic Violator School (TVS) Owner License, Part C (OL 760)	
Traffic Violator School (TVS) Owner License, Part A (OL 713)	
Surety Bond of Traffic Violator School (TVS) Owner (OL 704) OR Traffic Violator School (TVS) Owner Surety Bond Who Offers Home Study or Internet Instruction (OL 704B)	
Traffic Violator School Branch Business Office/Classroom Application (OL 712)	
Traffic Violator School Owner Assurance of Compliance with the Americans with Disabilities Act (ADA) of 1990 (OL 142)	
Property Use Verification for a Driving School or Traffic Violator School License (OL 140) <i>Required for each office and classroom.</i>	
Application for Occupational License Personal History Questionnaire, Part B (OL 29)	
Appointment of Director as Agent for Service of Process (ADM 9050) <i>Required for each person listed under ownership on for OL 760.</i>	
Request for Live Scan Service [yellow copy] (DMV 8016) – <i>Required for each person completing form OL 29.</i> Out-of-state residents call Occupational Licensing at (916) 229-3126 for Fingerprint Card (ADM 1316).	

C – ADDITIONAL DOCUMENTS REQUIRED <i>Attach documents in order stated.</i>	✓
A copy of a letter issued by DMV or an agent of DMV approving your lesson plan or a letter authorizing you to utilize a previously approved lesson plan.	
If filing as a Corporation, Limited Liability Company or Limited Liability Partnership owned business only: A copy of Articles of Incorporation, Corporate Minutes or other document filed with the Secretary of State, which identifies the officers, share holders and managers.	
A copy of your Fictitious Name Statement.	
A signed copy of your rental or lease agreement. Proof of property ownership may be required.	
A copy of your Business License.	

D – IMPORTANT INFORMATION <i>Incomplete applications will be returned.</i>	✓
Keep a copy of all documents for your records.	
If applicable, proceed to TVS Operator (OL 750) and/or TVS Instructor Application Check List (OL 710)	

Submit the above required forms and documents to a local Occupational Licensing Inspections Office. For office locations refer to www.dmv.ca.gov/fo/inspector_office.htm. An Inspector will review the application to ensure all requirements are fulfilled, complete an applicant background check and inspect the established place of business. Temporary permits will only be issued to applicants that successfully clear all three phases of the application process. Incomplete applications will be returned. Unsuccessful applicants will be notified of any discrepancies or decision not to issue a license.

